

# Annual County DNA Identification Fund Report Instructions

## **Form Completion Instructions:**

1. In the header of the document, indicate the year the report is covering.
2. Enter the county name and county code number where indicated.
3. In the section titled "Revenue Collected/Allocated," indicate the total revenues collected into the County DNA Identification Fund for that reporting calendar year. Then indicate the breakdown of funds forwarded to the State DNA Identification Fund and what portion was kept at the County Level. Monies collected by the County pursuant to Government Code Section 76104.6, must be divided between the county and the State as follows:  
Years 1 & 2 (2005 & 2006) – 70% to State DNA fund; 30% to County DNA fund  
Year 3 (2007) – 50% to State DNA fund; 50% to County DNA fund  
Year 4+ (2008 and on) – 25% to State DNA fund; 75% to County DNA Fund
4. In the section titled "Revenue Expended," show the breakdown of the county expenditures from its portion of the DNA funds. Expenditures must be broken down into the following categories: administrative costs; collection of samples; processing/analysis/tracking/and storage of DNA crime scene samples; equipment; software, and other. The final field should indicate the total revenue expended from the County's DNA Fund during the reported year.
5. The person preparing this report needs to complete all information in the "Preparer's Contact Information" section.
6. Three copies of this report need to be printed and the original signature of the preparer must be on each printed copy. **Photocopies will NOT be accepted.**
7. A completed form with original signatures must be sent to each of the following locations and **must be postmarked by April 1<sup>st</sup>:**

California Department of Justice  
Jan Bashinski DNA Laboratory  
1001 West Cutting Blvd., Suite 110  
Richmond, CA 94804-2028  
Attention: Ken Konzak

California State Assembly  
Office of the Chief Clerk  
State Capital, Room 3196  
Sacramento, CA 95814  
Attention: E. Dotson Wilson

California State Senate  
Office of the Secretary of the Senate  
State Capital, Room 3044  
Sacramento, CA 95814  
Attention: Gregory P. Schmidt

Questions regarding the ***Annual DNA Identification Fund Report*** can be directed to Department of Justice Jan Bashinski DNA Laboratory representative Stacy Fox at Email: [PC296.PC296@doj.ca.gov](mailto:PC296.PC296@doj.ca.gov) or telephone (510) 620-3372.